

Statistical Reporting Overview

Procedural Bulletin # 1

Purpose

To provide information on statistical reporting requirements for grant recipients.

Indiana Department of Correction (IDOC) Community Corrections Division Statutory Reporting

Under IC 11-12-2-1, the monthly snapshots are required to report the number participating in a community corrections program to the Justice Reinvestment Advisory Council (JRAC), in addition to the budget committee on a quarterly basis.

Under IC 33-38-9.5-2, the minimum data requirements are outlined to be submitted to the IDOC Community Corrections division. The data collected is reported to JRAC. The required data is outlined in the resource manuals. The minimum data points include:

- The total number of participants, categorized by level of most serious offense, who were served by the entity.
- The percentage of participants, categorized by level of most serious offense, who completed a treatment program, service, or level of supervision.
- The percentage of participants, categorized by level of most serious offense, who were discharged from a treatment program, service, or level of supervision.
- The percentage of participants, categorized by level of most serious offense, who completed a funded treatment program, service, or level of supervision; and were subsequently committed to the department of correction within one year after completing the funded treatment program, service, or level of supervision.
- The percentage of participants, categorized by level of most serious offense, who were discharged from a funded treatment program, service, or level of supervision; and subsequently committed to the department of correction within one year months after being discharged from the funded treatment program, service, or level of supervision.
- The total number of participants who completed a funded treatment program, service, or level of supervision.

The total number of participants who completed a funded treatment program, service, or level of supervision and were legally employed.

- Any other information relevant to entities that receive funds (recommended by JRAC and appropriated by IDOC).

Required Statistical Reporting

Programs receiving state grant funding will collect and maintain required data for documentary evidence, as required by the IDOC, for compliance with their community corrections plan, contract, and the entity's quality assurance policy. Entities will be required to submit data, with assistance from the IDOC if needed, in a specified format by specific deadline dates.

The following reports regarding statistics and data are as follows:

- Monthly Snapshot Reporting
 - Submission - due by the close of business on the last Tuesday of every month.
 - Information will be submitted electronically via Survey Monkey.
- Community Corrections Quarterly Reporting
 - Submission - due no later than the close of business on the 5th day following the close of a quarter (January 5th, April 5th, July 5th, and October 5th).
 - Information will be submitted electronically via Syncplicity.
- 1006 Quarterly Reporting
 - Submission - due no later than the close of business on the 15th day following the close of a quarter (January 15th, April 15th, July 15th, and October 15th)
 - Information will be submitted electronically via Syncplicity.

Late or Incomplete Data

Timeliness of submissions is extremely important to fulfill deadlines as bound by statute. Late submissions or incomplete reporting of submission will be tracked by the assigned Program Director for the grant entity or designated IDOC Community Corrections staff member.

Grant entities will be scored based on the timeliness of submissions and complete data. Late submissions or incomplete data may be considered when determining funding recommendations.